Indiana's Value-Added Agriculture Grant Program

This is a competitive grant program designed to enhance the economic value of Indiana's agriculture commodities. The program seeks to identify research, development and educational initiatives that will increase the net worth of Indiana's agriculture industry through value-added products and processes.

2005
Call for
Proposals

Receipt Deadline:
December 15, 2004

Indiana's Value-Added Agriculture Grant Program is a competitive grant program that seeks to identify research, development and educational needs that will expand value-added agricultural opportunities in Indiana.

**Office of the Commissioner of Agriculture Value-Added Agriculture Grant Fund
Application Guidelines**

The Office of the Commissioner of Agriculture (OCA) administers Indiana's Value-Added Agriculture Grant Fund. The fund is a competitive grant program designed to enhance the economic value of Indiana's agriculture commodities. The program seeks to identify research, development and educational initiatives that will increase the net worth of Indiana's agriculture industry through value-added products and processes.

Applications must be received in the Office of the Commissioner of Agriculture by 5 p.m. on December 15th. If you submit an email or fax application, a signed original must be received in the OCA's office within five (5) business days of the deadline. Applications will be reviewed and funding recommendations made by a grant review committee. Final recommendations for grant awards will be made by March 1st. Final approval will be determined at the time the contract is executed.

Successful applications will focus on the following value-added initiatives:
1. Improving the economic impact to Indiana agriculture. The potential economic impact of the project should be clearly defined in the application.
2. Leveraging additional resources from public and/or private sources.
3. Partnering between private and public institutions.
4. Developing educational and leadership programs for Indiana agriculture.

FUNDING PRIORITIES
- Agri-tourism
- Bio-energy
- Bio-based Crops
- Livestock Expansion
- Identity Preserved Crops
- Bio-security
- New Uses
- Rural Business Development

TYPE OF ASSISTANCE
- Project materials
- Research fees
- Professional fees
- Feasibility studies
- Lease of equipment or upgrades (purchasing of equipment is not allowed)

ELIGIBILITY
- Public or private companies, colleges, universities or agriculture interest groups representing business and industry in Indiana are eligible to receive grants.

APPLICATION STEPS & DEADLINES
- The application must be submitted on the original form. The form is available on the Office of the Commissioner of Agriculture's website at http://www.in.gov/oca or by calling 317/232-8773.
- A grant review committee will review the applications and make funding recommendations. The review committee may require additional clarification on specific aspects of an application.
- Funding is contingent upon approval recommendations by the Office of the Commissioner of Agriculture and a fully executed grant agreement between the grantee and the State of Indiana.

REPORTING PROCEDURE
- The grantee must file a six-month progress report.
- The grantee must submit a final report (in hard copy and electronic format) and a signed expenditure report at the end of the grant term to OCA.
- All reports will be public information and will be published on the OCA website.

LIMITATIONS ON USE OF FUNDS
- Start-up funding for an agriculture business, expansion of a farm operation or business, facility upgrades or establishment of a building are examples of ineligible expenses.

INSTRUCTIONS TO SUBMIT APPLICATIONS
Applications must be made through the business office of the lead applicant's organization or academic institution. The application must be endorsed by each institution or entity represented in it. A single contact person and lead organization must be indicated. Seventy-five percent (75%) of the grant award will be made available to the lead organization upon final approval of the grant agreement. The remaining twenty-five percent (25%) of the award will be released when the final project and expenditure reports have been filed and approved by OCA. The lead organization will be accountable for the budget, outcomes and reporting requirements. Only direct costs will be funded; indirect costs to institutions will not be provided. In the event grant reports and supporting documents are not received by OCA, the grant contract will be considered in default; and any remaining grant distributions will be forfeited and applicant will be required to repay all amounts that have previously been received for this grant.

APPLICATION FORMAT
Applications will include the following elements, each limited to a maximum length as noted. Full applications must be typed. The minimum font size is 12 point, double space (items 2 through 7 are limited to a total of 10 pages). Applications must be received in the OCA office by 5 p.m. on December 15th. Applications not received by this time and date **will not** be considered for funding.

1. **Cover Page**   Use attached State Form #46235. The enclosed form is the only form that will be accepted.

2. **Background**   Review the relevant literature and show where this project fits in the literature review. Describe why/how

current technologies or practices are inadequate and how proposed project will enhance the situation.

3. Project Objective   Provide clear and logically arranged objectives.

4. Approach/Methodology

Identify design, methods and analytical approach. Define how collaborative partners will participate, provide credentials (may be submitted as an addendum) for any sub-contractors.

Identify expected outcomes. How might project results be incorporated into an operational program and what logical steps should follow the completion of this project?

5. Benefit to Industry   Outline the benefits of this project to the agriculture industry or industries that will benefit most from the application's value-added objectives.

6. Research Partners   Identify collaborative research partners, participating individuals or organizations in support of the application. Define the unique strengths and benefits of the collaboration.

7. Intellectual Property Agreements   Identify intellectual property agreements involved.

8. Budget   Use attached form. Develop a total project budget outlining funding requested from the Value-Added Agriculture Grant Fund and funding to be leveraged from other sources. This is the only budget form that will be recognized.

9. Summary   Provide a brief description of the problem or opportunity, project objectives, and potential benefit from the expected outcomes of the project. Please draft in lay language – use state form #46235 (please refer to cover page) provided.

Submit the original full application by 5:00 pm December 15th to:

Pam Robinson, Director
Value-Added Agriculture Grant Program
Office of the Commissioner of Agriculture
ISTA Center, Suite #414
150 West Market Street
Indianapolis, Indiana 46204
Email: probinson@oca.in.gov
Phone: 317-232-8773 FAX: 317-232-1362

Checklist. Did you include?
____ Application
____ Budget Form
____ Signature Sheet
____ W9 Form